



# **POSITION ANNOUNCEMENT**

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-333-2038 · 410-333-3045 TTY/TDD

## **DIVISION OF LIBRARY DEVELOPMENT AND SERVICES**

July 21, 2006

Immediate Office of the Assistant State Superintendent

### **RECRUITMENT LIMITED TO CURRENT PERMANENT AND CONTRACTUAL STATE OF MARYLAND EMPLOYEES**

<b>POSITION TITLE:</b>	Executive Associate I
<b>POSITION NUMBER:</b>	085097
<b>SALARY:</b>	State Salary Grade 14 Annual Salary Range: \$34,870 - \$55,331
<b>LOCATION:</b>	200 West Baltimore Street Baltimore, Maryland 21201
<b>NATURE OF WORK:</b>	This is a Special Appointment position serving as the Administrative Assistant responsible for providing administrative/secretarial support and for establishing and maintaining all office protocols for the Assistant State Superintendent for the Division of Library Development and Services
<b>DUTIES AND RESPONSIBILITIES:</b>	Provides administrative support and coordinates daily activities of the Assistant Superintendent for Library Services; reviews Division correspondence and determines appropriate action; schedules and coordinates appointments, meetings and special events; prioritizes and completes correspondence and maintains a comprehensive documents management system; requisitions and purchases supplies and reconciles invoices; serves as intermediary for the Assistant State Superintendent and as liaison for the overall operations of the Public Library and State Networking Branch and the Maryland State Library for the Blind and Physically Handicapped.
<b>MINIMUM QUALIFICATIONS:</b>	<b><u>Education:</u></b> Graduation from an accredited high school or possession of a high school equivalency certificate. <b><u>Experience:</u></b> Five years of progressively responsible secretarial or administrative experience within a professional office environment. Experience in Office Management is desirable.
<b>ESSENTIAL REQUIREMENTS:</b>	Knowledge of office management and professional office protocol; knowledge of the principles and practices of data and file management; knowledge of standard business English; skill in using a variety of computer software such as Microsoft Word, Excel, Power Point, Access, and desktop publishing; skill in organizing and managing multiple tasks with close attention to detail; skill in exercising sound judgment in answering inquiries; skill in proofreading effectively; ability to prepare and present reports accurately and to make recommendations for improvements; ability to establish and maintain effective harmonious working relationships and ability to communicate effectively.

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**AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE**

**PROCEDURE FOR APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education Application for Employment indicating application for Position #085097. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201; for inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at [marylandpublicschools.org/hrweb](http://marylandpublicschools.org/hrweb).

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

August 11, 2006